

UNITED STATES COURT OF APPEALS  
FOR THE SIXTH CIRCUIT

Deborah S. Hunt  
Clerk

100 EAST FIFTH STREET, ROOM 540  
POTTER STEWART U.S. COURTHOUSE  
CINCINNATI, OHIO 45202-3988

Tel. (513) 564-7000  
[www.ca6.uscourts.gov](http://www.ca6.uscourts.gov)

Filed: February 01, 2022

Mr. Nathan A. Bicks  
Burch, Porter & Johnson  
130 N. Court Avenue  
Memphis, TN 38103

Mr. Christopher E. Cotten  
Office of the U.S. Attorney  
167 N. Main Street, Suite 800  
Memphis, TN 38103

Re: Case No. 22-5075, *USA v. Katrina Robinson*  
Originating Case No. : 2:20-cr-20148-1

Dear Counsel,

This appeal has been docketed as case number **22-5075** with the caption that is enclosed on a separate page.

Even if the defendant filed the notice of appeal, Sixth Circuit Rule 12(c)(1) requires that counsel continue representation on appeal until specifically relieved by this Court. If a convicted defendant did not qualify to proceed in forma pauperis in the district court but appears to qualify on appeal, Sixth Circuit Rule 24 requires that "trial counsel must see that the defendant completes CJA Form 23 (for an incarcerated defendant) or Fed. R. App. P. Form 4 (for a defendant not incarcerated) and files it in the district court." Counsel's failure to act in this situation may result in adverse action from this court.

Before preparing any documents to be filed, counsel are strongly encouraged to read the Sixth Circuit Rules at [www.ca6.uscourts.gov](http://www.ca6.uscourts.gov). If you have not established a PACER account and registered with this court as an ECF filer, you should do so immediately. Your password for district court filings will not work in the appellate ECF system.

At this stage of the appeal, the following forms should be downloaded from the web site and filed with the Clerk's office by **February 15, 2022**. Additionally, the transcript order must be completed by that date. For further information and instructions on ordering transcript electronically, please visit the court's website.

Appellant: Appearance of Counsel  
Application for Admission to 6th Circuit Bar (if applicable)

Appellee: Appearance of Counsel  
Application for Admission to 6th Circuit Bar (if applicable)

More specific instructions are printed on each form. If the filing fee for the appeal is due because the appellant is not indigent, it must be paid to the District Court by **February 15, 2022**. These deadlines are important -- if the initial forms are not timely filed or the filing fee is due but not paid, the appeal will be dismissed for want of prosecution.

If you have questions after reviewing the forms and the rules, please contact the Clerk's office for assistance.

Sincerely yours,

s/Leon T. Korotko  
Case Manager  
Direct Dial No. 513-564-7069

cc: Ms. Naya Bedini  
Mr. Charles Silvestri Higgins  
Ms. Raney Irwin  
Mr. Louis Mathewes Jehl  
Mr. Lawrence J. Laurenzi  
Mr. Scott Patrick Smith  
Ms. Janika N. White

Enclosure

**OFFICIAL COURT OF APPEALS CAPTION FOR 22-5075**

UNITED STATES OF AMERICA

Plaintiff - Appellant

v.

KATRINA ROBINSON

Defendant - Appellee